



Transition Plan Requirements

The County Transition Plan should include the following elements. If any element is not yet complete, the date of completion for each outstanding item must be identified in the transition plan.

- Name and telephone number of the person appointed by the county board of supervisors as the Local IV-D Director. Interim appointments are permissible pending appointment of the permanent Director.
- Anticipated transition date.
- County work plan
- Transition budget forms and supporting documentation.
- Current and proposed organization charts illustrating the chain of command and the specific areas of responsibility within the local child support agency.
- The plan of cooperation between the local child support agency and the District Attorney to continue existing services, with justifications.
- Contracts list describing contracting entity, purpose, contract amount and the expiration date for the following:
 - Existing plans of cooperation, and memorandums of understanding with other entities.
 - All personal service contracts (include copies of the following contracts):
 - Genetic testing
 - Service of process
 - Civil attorney services
- A certification attesting to the following:
 - That an existing Plan of Cooperation and Annual Automation Cooperation Agreement are on file with the state.
 - That all equipment and/or fixed assets purchased with IV-D monies have been transferred to the new department.
 - That a public meeting was held, or will be held, notifying IV-D stakeholders of change, prior to transition.
 - That there will be no changes in the levels of funding, staffing, and services existing within the District Attorney as of January 1, 1999. Good cause must be shown for any reductions, including staff attrition and caseload changes since January 1, 1999.
- Copy of the Board of Supervisor's resolution/ordinance establishing the new county Department of Child Support Services.
- Co-signed by the District Attorney and the Board of Supervisors. DCSS will accept County Administrative Officer's (CAO) signature, in lieu of Board of Supervisors, if the Board delegates authority to CAO.